

REFRESHER TRAINING CLASS AGENDA

Day 1: 8:30 a.m. - 3:30 p.m.
(Tuesday)

Purchase Requisitions
Inbox

(For Contracting Personnel and AAs*)
(Requisitioners and Approvers on space-available basis for Day 1 only)

Day 2: 8:30 a.m. - 3:30 p.m.
(Wednesday)

Solicitations
Simplified Acquisitions (Purchase Orders, Delivery Orders, BPAs, Purchase Card Orders)

(For Contracting Personnel and AAs)

Day 3: 8:30 a.m. - 3:30 p.m.
(Thursday)

Large Contracts
Post Award
Reports
(For Contracting Personnel and AAs)

System Administration
(For AAs only)

*AA = Application Administrator

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